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Billings Job Service Employer Committee Regular Meeting Minutes

Date: September 16th, 2013

Location: Billings Job Service Office

Attending: Denise Smith (Billings Home Builders Assoc.), Karen Sinclair (Alternatives, Inc.), Tonya Rose (Alternatives, Inc.), Jennifer Flinchbaugh (Crowne Plaza Hotel), Pat Reuss, (MSUB Career Services), Trisha Glen (BJS Co-coordinator), Jana Nelson (JSEC Coordinator), Ryan Van Ballegooyen (BJS Manager), Sylvia Noble (Elation), Vonda Sorenson (NAPA), Tara Spracklen (Securitas), Lisa Wallace (Rocky Mountain College), Amy Schneider (Sanderson Stewart)

The meeting was called to order by Denise Smith.

Approval of previous meeting minutes: Minutes from the 06/19/2013 were submitted for approval. A motion was made to accept the minutes as submitted. The motion was seconded. Motion passed.

Presentation: All members are encouraged to invite a guest to present on a 10 minute topic.

Sign-up sheet reflects the following:

Oct. – Denise to invite guest from Dept. Homeland Security addressing “getting through a checkpoint”

Nov. – Tonya to invite guest addressing internships

Dec. – Sylvia Noble has committed to this month

Jan. – Individual put Social Media however, no name was affiliated.

Feb. to May- Currently vacant

June – Tara Spracklen has committed to this month

July – No meeting

August – Planning Meeting

Treasurer’s Report: Jana presented the Treasurer’s report.

- JSEC Fund Bank Balance as of August 1st, 2013 was reported as \$24,789.43.
- No “Outstanding Debits/Credits” at this time.
- “Outstanding Commitments” for the upcoming year are \$12,200.00.
- “Checkbook Balance” after future commitments is \$ 12,598.43.
- JSEC Fund Balance as of September 18, 2013 is \$24,789.43.
- Remittance Report for Jim Nys Workshop is currently \$509.05.

Old Business: Committee approved to allow members who are assisting with an event/workshop to attend the event/workshop for free. This excludes Jobs Jamboree.

New Business:

- JSEC Calendar was reviewed. Familiarization with calendar will aid in choosing which Sub-Committee for which to sign up.
- Confirmation of contact list was reviewed. No changes were made.

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- It was agreed to have quarterly meetings on the third Wednesday of each month at Noon and to move those meetings to a member's place of business. Members are to provide their own sack lunch. Committee member to sponsor meeting with refreshments such as cookies, iced tea, etc. October to be sponsored by HDR. January and April need sponsors.

Job Service Manager's Report: Ryan Van Ballegooyen, Manager BJS presented this report:

- BJS is the busiest Job Service in the state with the most recordable services per FTE.
- BJS staff levels are: Hiring 2 permanent, working on hiring 3 temporary positions.
- Unemployment rates include: National = 7.4, MT = 5.3, Yellowstone = 3.9, Missoula = 4.6, Lewis and Clark = 4.0, Gallatin = 3.5, Cascade = 4.6, Flathead = 6.1, Big Horn = 14.6, Fallon = 1.5.
- BJS currently has 1,300 job openings.

JSEC Coordinator's Report: Trisha Glen, Billings JSEC Coordinator provided a glimpse of BJS activity within the last 7 days:

- Bi-annual Seasonal Employment Job Fair held at the Career Center -40 employers participated.
- Multi-Employer Job Fair held at BJS to include: Securitas, Briggs Distributing, Alternatives, Employment Source and Crowne Plaza.
- Outreach by BJS to Cleary Building Corp. addressing employment needs and cultivating business relationships.
- MSU Billings visited BJS informing staff of *Wok Incentives Planning and Assistance* Program which assists individuals in returning to work ending their SSI/SSDI benefits.
- Entre Technology Services visited BJS informing staff of business structure and classes they provide to community.
- BJS active participation in BEAR (Business Expansion & Retention) in the weekly Billings area BEAR and in the monthly Rural BEAR.
- Employer Panels. Jana explained the intent, format and outcome of Employer Panels held at BJS. This has successful outcomes for both employers who are on the panels and for Job Seekers. Learning from employers and relaying information to Job Seekers, allows for improved application and hiring techniques. Events are recorded and available for viewing.

Subcommittee Reports: Jana Nelson, JSEC Coordinator presented this report:

- Karen McNenny was voted to be "Guest Speaker" at Jobs Jamboree. Cost is \$1,200.00.
- It was voted to have a 3rd sponsor for Karen and to open event to community employers who are not Jobs Jamboree vendors. Those individuals will pay \$50.00. It was voted to charge \$10.00- \$15.00 per Jobs Jamboree vendor wishing to see her. Employers will be issued tickets to ensure only paid persons attend event.
- Due to further discussion and responses from a Survey Monkey, on 09/25/2013 the Event Planning Subcommittee voted NOT to have a guest speaker this year. The basis was to keep the schedule simple for

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employers. It was decided to schedule Karen McNenny in a future workshop/seminar where time allows for a more in-depth event.

- Jim Nys Workshop has 8 employers who have registered. Jen Kobza volunteered to present the “Ice Breaker” engagement activity at the beginning of lunch. Ryan is to provide a 7 minute informational on BJS toward the end of lunch. Denise is to provide a 7 minute informational on JSEC toward the end of lunch.
- Jen Kobza volunteered to provide the announcement to KURL 8. This is free of charge.
- There are 24 members, only 5 members have committed to a Sub- Committee. There is a strong need to gain additional Sub-Committee members.

Tackle A Problem: Member posed a workplace scenario they are experiencing.

- Employer was faced with a possible termination issue due to a no call/no show.
- Employer is challenged by leadership with providing sufficient documentation to justify termination. After conversation amongst the members here are some of the questions and answers generated:
 - Q. Do you have an Employee Handbook and do you adhere to it evenhandedly?
 - A. Yes.
 - Q. What is your probationary period?
 - A. 9 mo.
 - Q. Are you aware the state of MT is the only state in the nation that is a NOT a “Right to Work” state? If an employer’s *Employee Handbook* states a probationary period, then an employer is allowed to terminate without cause inside that probationary time.
- There were many other questions posed which generated positive conversation and troubleshooting.
- End result, the member was very appreciative to have gained such attention toward this situation and to have a resource within the JSEC team.

Upcoming Opportunities: Please remember to invite a guest to the October 16th, 2013 meeting. This is the annual JSEC Membership Drive. JSEC will be providing coffee and bagels.

Economic Development Update –What’s New & Going On? Denise reported on the City of Billings Building Permit Month End Report for 08/31/2013. The handout provided great detail addressing new construction, remodeling and miscellaneous to include roofing. It was learned that for every 3 houses built there are 2.5 permanent, full-time job openings created. There has been 311 single family dwellings built so far in 2013. Last year this time there were 234.

Shared Experiences & Networking: Parade of Homes was attended by a few of the members. NAPA Auto Parts has multiple counter positions open for individuals with car parts knowledge.

Next Meeting:

When: Wednesday October 16th, 2013

Where: Billings Job Service

Time: 8:00 am – 9:00 am JSEC will be providing coffee and bagels.

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Respectfully submitted
September 18, 2013
Trisha Glen
BJSEC Coordinator